

## *Appendix C*

### **National Interlibrary Loan Code, 1980**

Adopted by the Board of Directors of the Reference and Adult Services Division of the American Library Association, June 30, 1980. *Reprinted with permission of the American Library Association; copyright 1981 by the American Library Association.*

#### ***Introduction***

Interlibrary loan is essential to the vitality of libraries of all types and sizes and is a means by which a wide range of material can be made available to users. This code is designed primarily to regulate lending relations between research libraries and between libraries operating outside libraries organized geographically, by mutual subject interest, or other bases will have developed codes of their own. It is not the intent of this code to prescribe the nature of interlibrary lending under such arrangements. (See the *Michigan Interlibrary Loan Code: Protocols and Guidelines*, 1990/91.)

The effectiveness of a national system of interlibrary lending is directly related to the equitable distribution of costs among all the libraries involved. Interlibrary loan is an adjunct to, not a substitute for, collection development in individual libraries. Requests to national and research libraries or requests beyond networks and consortia

should only be made after local, state, and regional sources have been exhausted. It is understood that every library must maintain an appropriate balance between resource sharing and responsibility to its primary clientele.

This national code contains guidelines for the borrowing and lending of library material. Details of procedures to be used in implementing the code will be found in the *Interlibrary Loan Procedure Manual* published by the American Library Association. [A revision of this manual (Chicago, 1970), originally prepared by Sarah Katharine Thomson for use with the *National Interlibrary Loan Code, 1968*, is now in process.] All libraries participating in interlibrary loan should have copies of this publication and should follow these recommendations. The manual also provides information on international interlibrary loan.

The Reference and Adult Services Division, acting for the American Library Association in its adoption of this code, recognizes that the exchange of material between libraries is an important element in the provision of library service and believes it to be in the public interest to encourage such an exchange.

### ***Definition***

An interlibrary loan is a transaction in which library material, or a copy of the material, is made available by one library to another upon request.

### ***Purpose***

The purpose of interlibrary loan as defined in this code is to obtain, for research and serious study, library material not available through local, state, or regional libraries.

### ***Scope***

A loan or a copy of any material may be requested from another library in accordance with the published lending policy of that library. The lending library will decide in each case whether a particular item can be provided.

Most libraries will not ordinarily lend the following types of materials:

1. Rare or valuable material, including manuscripts;
2. Bulky or fragile items that are difficult or expensive to ship;
3. Material in high demand at the lending library;
4. Material with local circulation restrictions;
5. Unique material that would be difficult or impossible to replace.

### ***Responsibilities of Borrowing Libraries***

- A. Each library should provide the resources to meet the study, instructional, informational, and normal research needs of its primary clientele. This can be accomplished through its own collection or through local, state, or regional cooperative resource-sharing agreements. Material requested from another library under this code should generally be limited to those items that do not conform to the library's collection development policy and for which there is no recurring demand.
- B. The interlibrary loan staff of each library should be familiar with, and use, relevant interlibrary loan documents and aids. These include this code, the *Interlibrary Loan Procedure Manual*, lending policies of the major research libraries, and standard bibliographic tools and services.
- C. Each library should inform its users of the purpose of interlibrary loan and of the library's interlibrary borrowing policy.
- D. The borrowing library is responsible

for compliance with the copyright law (Title 17, U.S. Code) and its accompanying guidelines, and should inform its users of the applicable portions of the law. An indication of compliance must be provided with all copy requests.

- E. Requested material must be described completely and accurately following accepted bibliographic practice as outlined in the current *Interlibrary Loan Procedure Manual*. If the item cannot be verified, the statement "cannot verify" should be included along with complete information as to the original source of the citation.
- F. The borrowing library should carefully screen all requests for loans and reject any that do not conform to this code.
- G. Standard bibliographic tools, such as union catalogs, computerized data bases, and other listing services, should be used in determining the location of material. Care should be taken to avoid concentrating the burden of requests on a few libraries.

- H. Standard interlibrary loan formats should be used for all requests, regardless of the means of transmission.
- I. The safety of borrowed material is the responsibility of the borrowing library from the time the material leaves the lending library until it is received by the lending library. The borrowing library is responsible for packaging the material so as to ensure its return in good condition. If damage or loss occurs, the borrowing library must meet all costs of repair or replacement, in accordance with the preference of the lending library.
- J. The borrowing library and its users must comply with the conditions of loan established by the lending library. Unless specifically forbidden by the lending library, copying by the borrowing library is permitted provided that it is in accordance with the copyright law and no damage to the original material will result.
- K. The borrowing library should encourage library users to travel to other libraries for on-site access to material when extensive use of a collection is required or the nature of the material requires special handling. The borrowing library

should assist the user in making the necessary arrangements.

### *Responsibilities of Lending Libraries*

- A. The decision to loan material is at the discretion of the lending library. Each library is encouraged, however, to interpret as generously as possible its own lending policy with due consideration to the interests of its primary clientele.
- B. A statement of interlibrary loan policy and charges should be made available upon request.
- C. The lending library should process requests promptly. Conditions of loan should be stated clearly and material should be packaged carefully. The lending library should notify the borrowing library when unable to fill a request, stating the reason for not filling the request.
- D. A lending library is responsible for informing any borrowing library of its apparent failure to follow the provisions of this code.

### *Expenses*

- A. The borrowing library assumes responsibility for all costs charged by the lending library, including

transportation, insurance, copying, and any service charges. The borrowing library should try to anticipate charges and authorize them on the original request.

- B. It is recommended that nominal costs, such as postage, be absorbed by the lending library.
- C. If the charges are more than nominal and not authorized by the borrowing library, the lending library should inform the requesting library and ask for authorization to proceed.

#### *Duration of Loan*

- A. The duration of loan, unless otherwise specified by the lending library, is the period of time the item may remain with the borrowing library disregarding the time spent in transit.
- B. Interlibrary loan material should be returned promptly.
- C. The borrowing library should ask for renewals only in unusual circumstances. The renewal request should be sent in time to reach the lending library no later than the date due. If the lending library does not respond, it will be assumed that renewal, for the same period as the original loan, is granted.

- D. All material on loan is subject to immediate recall, and the borrowing library should comply promptly.

#### *Violation of Code*

Continued disregard of any provision of this code is sufficient reason for suspension of borrowing privileges.